

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	Asst. State Court Administrator/ Judicial Technology	Classification Code:	00525800
Salary Range:	Gr. 8843A \$98,692 - \$111,784	Reference Position Number:	2710-10100-#24
Department or Agency Name:	Judicial	Application Period:	Feb. 22 - March 31, 2011 *Application Period Extended
Division/Section/Unit:	RI Supreme Court		
Shifts and Days:	Monday - Friday 1st	Job Location:	Providence
Restrictions/Limitations:	Pending Availability of Funds		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- ◆ The title of the position for which you are applying
 - ◆ Name of department where you are currently employed
 - ◆ Title of your present position and date you entered it
 - ◆ Date you entered State service
 - ◆ Your business telephone number
 - ◆ Present Union Affiliation ***
- ***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Under the general administrative direction of the State Court Administrator to be responsible for: information technology implementation, management, and operations of the Judicial Technology Center Staff in support of the Rhode Island Unified Court System.

Duties include, but not limited to:

- * Technology Vision and Strategy Development
- * Budget Preparation & Monitoring - \$4M annually
- * Project Oversight and Monitoring
- * Technology Strategy Support to Cabinet Level Departments
- * Database and Applications Management
- * Helpdesk Management in support of 700 users
- * Technology Five-Year Strategic Project Plan Development
- * Management of Dept. Staff of 25 Employees and Consultants
- * Vendor Contract and Performance Oversight and Monitoring
- * Desktop and Network Support Management
- * Interagency Data Exchanges-Criminal Justice Agencies

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Demonstrated experience in courts in the areas of business processes, management systems, and culture; in budgeting and strategic IT planning; in technical leadership on complex projects; in IT architecture principles such as redundancy, removing single point of failure, scalability etc.; in project management methodologies, "E-Filing" project experience preferred; Ability to monitor a portfolio of projects and ensure they are on schedule and that project issues are addressed in a timely manner; to develop relationships among team members, end users, management, and executives. Proactive communication skills including writing, presentations, and telephone outreach. Minimum of 15 years experience in information technology (IT) industry in various roles, minimum of 10 years experience in IT leadership, or equivalent education and experience. Related experience in managing technology professionals and challenging them to keep skills current. Minimum of a BS (MS preferred) in Computer Management Information Systems, Computer Science, Electrical Engineering. Project Management Professional (PMP) certification preferred.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Marisa White
Assistant State Court Administrator, Employee Relations
250 Benefit Street, Room 705
Providence, RI 02903
Fax: 401-222-2625

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.

CS-376 Rev. (2/05)